

APPENDIX 1 – COVID-19 RISK ASSESSMENT

Key Procurement Milestones	OPTION 1 – Pre COVID-19 Procurement Plan	OPTION 2 – Procure before the current contracts expire	OPTION 3 – Extend the current contracts by 12 months
Option Description:	Procure and mobilise the new services before the current contracts expire.	Procure the new services before the current contracts expire and mobilise after contract start date	Extend the current contracts by 12 months and procure the new services with mobilisation after contracts start
Initial Option Assessment To be reviewed by commissioners	HIGH RISK: This sector is frontline for COVID-19 so unavailable for market engagement. The restrictions could last longer than weeks (June 2020) which would impact the procurement timeline. The non-traditional market engagement may not be meaningful and doesn't allow time to adjust.	MEDIUM RISK: If the COVID-19 restrictions are over by August, meaningful market engagement would need to be achieved by October allowing it to inform the procurement. Could reassess in July/August and again in Sept/October if needed.	LOW RISK: Allows the market to recover. The ITT, and some subsequent dates, could be brought forward. This allows time for traditional and meaningful market engagement.
Current Contract End Date	30 th June 2021	30 th June 2021	New end date: 30th June 2022
Market Engagement prior to Invitation to Tender (ITT) issue	Virtual engagement – details to be developed.	There should be a period allowing more traditional engagement, dependent on the duration of COVID-19	Allows enough time for traditional market engagement
Issue ITT	6 th July 2020	December 2020	6 th July 2021
ITQ Return (allow 7 weeks)	30 th August 2020	January 2021	November 2021
Evaluation Period (allow 6 weeks)	1 st September – 14 th November 2020	February and March	December 2021 – January 2022
Issue procurement letters and contracts	December 2020	June 2021	April 2022
Mobilisation period including TUPE transfer	15 th January – 30 th June 2021	1 st July - December 2021	1 st June 2022 - 30 th November 2022
New Contracts Start	1 st July 2021	1 st July 2021	1 st July 2022